

**South Highland Presbyterian Church**  
**VEHICLES REQUEST**

This form should be completed and return to the Director of Administration and Finance Office as early as possible to ensure availability.

The vehicles will be loaned only to church members for church sponsored activities. The vehicles must be returned in the same condition in which it was received.

Vehicle Requested:            15 Person Bus \_\_\_\_\_            12 Person Van \_\_\_\_\_

Name of organization/group: \_\_\_\_\_

Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Destination: \_\_\_\_\_

Time of departure from SHPC: \_\_\_\_\_

Estimated time of arrival back at SHPC: \_\_\_\_\_

<u>Drivers' Names</u>	<u>Driver's License Number</u>	<u>Expires</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Person responsible for the vehicle: \_\_\_\_\_

Person making request: \_\_\_\_\_ Today's date: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

***(Office Use)***

*Confirmed By:* \_\_\_\_\_ *Date:* \_\_\_\_\_